

NEW CASTLE COUNTY GOVERNMENT

Number 0633

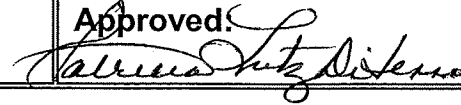
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Date 05/01/03

CLASS SPECIFICATION

Title: SURVEY PARTIES SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly responsible and skilled technical surveying work in supervising, coordinating, and training all survey crews; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class supervises the activities of a number of survey crews, including consultant survey crews, and assumes responsibility for scheduling, monitoring, and training required for the accomplishment of all survey operations. This employee is responsible for assuring that field surveying work is accurate and performs special assignments which require the qualifications of a professional land surveyor such as determining legal property boundaries and resolving boundary disputes. This position requires the exercise of considerable independent judgment and initiative and works under general supervision. This position may also perform field work in the absence of a Party Chief.

EXAMPLES OF WORK: (Illustrative only)

- Prepares and schedules survey assignments;
- Assigns work to a number of survey parties;
- Monitors and observes the work of survey parties in the field and gives instruction concerning special features of specific assignments;
- Coordinates construction layout requirements with the construction engineer and schedules work accordingly;
- Reviews field notes, keeps records of activities, and prepares reports concerning the work;
- Makes daily and monthly reports relative to the progress of survey crews;
- Gives instructions to and trains subordinates in all phases of survey work;
- Performs legally binding property surveys;
- Field checks grading to establish conformity to plans prepared and submitted by registered land surveyors;
- Evaluates and reviews the performance of survey personnel;
- May perform local sewer surveys and/or investigations of storm water/sewer flooding and drainage;
- May perform entry-level construction inspections and drafting;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

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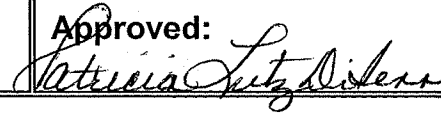
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Date 05/01/03

CLASS SPECIFICATION

Title: SURVEY PARTIES SUPERVISOR

Approved:



- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of civil engineering survey principles, practices, and procedures; thorough knowledge of the mathematics necessary to make survey computations; good knowledge of the laws and rules and regulations pertaining to surveying and real property; ability to operate surveying instruments, set lines and grades, reduce and plot field notes, and make field computations; ability to read and interpret engineering plans and specifications; ability to work effectively with contractors, officials, employees, and others; ability to communicate courteously and effectively, both verbally and in writing; ability to assign, supervise, and coordinate the work of survey parties; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years progressively responsible experience in survey work, one year of which shall have been at the level of a Party Chief, and completion of a standard high school course or GED certificate program, preferably supplemented by college level courses in civil engineering or land surveying; or at least three years progressively responsible experience in survey work, one year of which shall have been at the level of a Party Chief, and completion of two years of college with major course work in civil engineering including a course in surveying; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Registration as a professional land surveyor in the State of Delaware or will obtain the professional land surveyors license within one year of the date of hire or promotion.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 06/05/89
Revised: 04/01/94
Revised: 07/01/97
Revised: 12/07/98
Revised: 05/01/03